

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-11				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2017 Base Option Period Number 1			Title of Work Assignment/SF Site Name Source Water Collab Workshops				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 4.2					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2016 To 06/30/2017				
Comments: Performance on this WA shall not begin until July 1, 2016. Also, work other than just the work plan is authorized to begin on July 1, 2016.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: Cost/Fee: LOE: 09/01/2015 To 06/30/2017										
This Action: 										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: Cost/Fee LOE:										
Cumulative Approved: Cost/Fee LOE:										
Work Assignment Manager Name Sherri Comerford <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-4639 FAX Number:			
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Tammy Adams <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2030 FAX Number: 513-487-2545			

**PERFORMANCE WORK STATEMENT
Cadmus (EP-C-15-022)
Work Assignment 1-11**

I. ADMINISTRATIVE

A. TITLE: Source Water Protection Workshops

B. WORK ASSIGNMENT Contract Officer Representative (WACOR) :

Sherri Comerford
US Environmental Protection Agency
OGWDW/DWPD/Prevention Branch
1200 Pennsylvania Avenue NW
Mail Code: 4606M
Washington, DC 20460
TEL (202) 564-4639
E-Mail: comerford.sherri@epa.gov

C. QUALITY ASSURANCE

The tasks in this WA do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the programmatic quality assurance project plan (PQAPP).

D. BACKGROUND:

Under previous work assignments, the contractor provided support for 77 regional, state, or local source water protection workshops. These workshops were conducted to promote source water protection at the local level or to integrate source water protection into related programs at the state or federal levels. As a key component of these activities, partnerships among stakeholders in source water protection were either in place and strengthened or established. This work assignment includes a new task to provide technical and logistical support for two workshops on protecting source water through aquifer exemptions.

II. OBJECTIVE

Under this work assignment the contractor shall provide technical and logistical support for up to three (3) Source Water Collaborative Workshops at the regional, state or local level.

III. TASK DETAIL

The contractor shall perform the following tasks:

Task 0: Workplan and Budget Development

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, to include both prime contractor and subcontractor (if any) labor; and (c) a list of deliverables, with due dates and schedule for deliverables. This task also includes weekly telephone conferences between the Environmental Protection Agency (EPA) WACOR and the project manager, each approximating one hour in duration, to coordinate and confirm task performance. In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 0-11.

Task 1: Provide Technical and Logistical Support to Source Water Workshops (4.0; 4.2; 6.1; 6.1.1; 6.1.2; 6.1.3; 6.2.1; 6.2.3; 6.2.5; 6.3.1)

This WA shall provide support for up to three (3) workshops, which are identified below (Section V - "Exhibit of workshops"). The workshops shall promote interaction, collaborative actions, and partnership building, as well as information exchange. Priority consideration for funding workshops will be given to those that address contaminants covered under key Agency initiatives, such as nutrients (especially nitrate) and stormwater and will be designated by the WACOR through written technical direction.

The contractor shall provide technical and logistical support for these workshops, including: (a) assisting in design of workshop agenda, (b) workshop facilitation, (c) note taking, (d) support for preparation of workshop materials, (e) identifying potential participants, (f) on-line registration, (g) the logistics of workshop meeting space, (h) developing and maintaining workshop mailing lists, (i) updating a report on summary workshop information as well as detailed summaries of workshop results that have been held from December 2004 through June 30, 2016, and (j) preparing, distributing, and collecting workshop evaluations.

At minimum, the contractor shall provide a note taker and evaluation forms for each workshop so that the EPA WACOR can evaluate the success of the workshops. All other potential support activities listed above can be negotiated between the workshop hosts, the contractor, and the EPA WACOR, with the EPA WACOR making the final determination on what support activities are provided after consideration of programmatic objectives.

On receipt of written technical direction from the EPA WACOR, the contractor shall provide expert speakers for the one to two day workshops. The exact number of expert speakers may vary based the specific topics of the workshops; however, EPA anticipates that workshops may require up to three (3) expert speakers. The EPA WACOR has the discretion to provide for more than three expert speakers if this is important for the success of a workshop and within the overall project budget. EPA intends that venue selection, audiovisual support and other logistical support not mentioned above will be arranged by the local host.

The contractor shall not provide for food and beverages for non-federal participants at any workshop, either directly or indirectly (such as an item under the costs for a meeting facility). EPA may pay for food and beverages for federal workshop participants only under limited circumstances outlined in Agency policies and only if this is approved by the appropriate EPA managers. The contractor shall notify the EPA WACOR promptly if a host requests support for food and beverages under this work assignment.

The workshop schedule shall include opening and closing sessions, and as well as breakout sessions on specific topics as determined by the EPA WACOR. Closing sessions should provide a summary of key issues and/or decisions and a discussion of next steps that identifies future collaborative and planning/protection actions.

The presentations and workshops/discussions shall have a local level focus or provide local level examples of stakeholder collaboration and protection activities, or build collaborative partnerships to integrate source water

assessment information and source water protection measures into relevant state and federal agency programs.

One copy of the workshop materials (i.e., stakeholder collaboration models or guidelines, model ordinances, source water protection case studies, source water protection plans, and/or source water assessment results), after approval by EPA WACOR, shall be provided to each attendee to support the goal of information transfer and encourage follow up actions by participants to build or strengthen partnerships and promote protection after the conference. In addition, the contractor shall provide to the EPA WACOR one copy, either electronic or hardcopy, of presentations delivered at each workshop, if available.

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the CL-COR.

In gathering information or performing research with parties outside of EPA, the contractor shall identify him/her self as a contractor to EPA, not an EPA employee. The contractor shall provide input or make recommendations based on the information gathered; however, decisions on all substantive issues will be made by EPA. THE CONTRACTOR SHALL NOT INTERPRET EPA POLICY ON BEHALF OF EPA NOR MAKE DECISIONS ON ITEMS OF POLICY, REGULATION OR STATUTE, THE CONTRACTOR SHALL NOT TAKE A STAND ON THE MERITS OF SUBSTANTIVE ITEMS UNDER DISCUSSION.

IV. SCHEDULE OF DELIVERABLES

Copies of all meeting notices, agendas, summaries, evaluations, and workshop presentations shall be sent to the WACOR. All written deliverables, except evaluations and presentations, shall be provided in paper form and electronically (MS Word), and first in draft form. Evaluations shall be provided in hardcopy in final form. Presentations shall be provided in either hardcopy or electronically in final form. Upon receipt of comments from EPA WACOR, the contractor shall revise the draft final project matrix table and distribute final copies as stated in the Performance Work Statement.

TASK:	DELIVERABLE:	DUE NO LATER THAN:
0	Work plan & budget	Within 20 calendar days after receipt of WA issuance
1	Workshop schedule and location	4 weeks prior the confirmed date of each workshop
1	Draft agendas for each workshop	4 weeks prior the confirmed date of each workshop
1	Final agenda	2 weeks prior the confirmed date of each workshop
1	Copy of presentations	1 month after workshop
1.2	Draft summary of workshops	2 weeks after workshop
1.3	Final workshop summary & evaluations	2 weeks after WACOR's comments
1.3	Draft report of summary project information	No later than June 16, 2017
1.3	Final report of summary project information	1 week after WACOR's comments or June 30, 2017, whichever comes first

V. SOFTWARE APPLICATION FILES AND ACCESSIBILITY

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21

Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

VI. EXHIBIT OF WORKSHOPS/TRAVEL

Specific locations, dates, and purposes of up to three (3) workshops will be determined through discussion with regions and states. For purposes of proposing, in addition to trips to Colorado and within Region 1, the contractor shall assume a two-day trip to Washington, DC with up to three contractors each.

VI. EXHIBIT OF WORKSHOPS

Region	Location	Date	Purpose
Region 8	Colorado	To Be Determined (TBD)	Source Water Protection Workshop targeted to the Watershed Coalitions, focusing on restoration, resistance, and emergency planning as aspects of source water protection.
Region 1	TBD	TBD	Source Water Protection Workshop: Details TBD
TBD	TBD	TBD	Source Water Workshop: Details TBD

MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CLCOR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

VII. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WAM based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-11				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2017			Title of Work Assignment/SF Site Name				
			Base Option Period Number 1			Source Water Protection Worksh				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 4.2					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 12/07/2016 To 06/30/2017					
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 1-11 is to increase the number of workshops up to a total of 6 workshops.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
09/01/2015 To 06/30/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Sherri Comerford							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-4639			
							FAX Number:			
Project Officer Name Nancy Parrotta							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Donna Reinhart							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2114			
							FAX Number:			

PERFORMANCE WORK STATEMENT
Cadmus (EP-C-15-022)
Work Assignment 1-11 Amendment 1

I. ADMINISTRATIVE

A. TITLE: Source Water Protection Workshops

B. WORK ASSIGNMENT COR: Sherri Comerford
US Environmental Protection Agency
OGWDW/DWPD/Prevention Branch
1200 Pennsylvania Avenue NW
Mail Code: 4606M
Washington, DC 20460
TEL (202) 564-4639
E-Mail: comerford.sherri@epa.gov

C. QUALITY ASSURANCE

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the programmatic quality assurance project plan (PQAPP).

D. BACKGROUND:

Under previous work assignments, the contractor provided support for 77 regional, state, or local source water protection workshops. These workshops were conducted to promote source water protection at the local level or to integrate source water protection into related programs at the state or federal levels. As a key component of these activities, partnerships among stakeholders in source water protection were either in place and strengthened or established. This work assignment includes a new task to provide technical and logistical support for two workshops on protecting source water through aquifer exemptions.

II. OBJECTIVE

Under this work assignment the contractor shall provide technical and logistical support for up to six (6) Source Water Collaborative Workshops at the regional, state or local level.

III. TASK DETAIL

The contractor shall perform the following tasks:

Task 0: Workplan and Budget Development

No change

Task 1: Provide Technical and Logistical Support to Source Water Workshops (4.0; 4.2; 6.1; 6.1.1; 6.1.2; 6.1.3; 6.2.1; 6.2.3; 6.2.5; 6.3.1)

This work assignment shall provide support for up to six (6) workshops, which are identified below (Section V - "Exhibit of workshops"). The workshops shall promote interaction, collaborative actions, and partnership building, as well as information exchange. Priority consideration for funding workshops will be given to those that address contaminants covered under key Agency initiatives, such as nutrients (especially nitrate) and stormwater and will

be designated by the COR through written technical direction.

The contractor shall provide technical and logistical support for these workshops, including: (a) assisting in design of workshop agenda, (b) workshop facilitation, (c) note taking, (d) support for preparation of workshop materials, (e) identifying potential participants, (f) on-line registration, (g) the logistics of workshop meeting space, (h) developing and maintaining workshop mailing lists, (i) updating a report on summary workshop information as well as detailed summaries of workshop results that have been held from December 2004 through June 30, 2016, and (j) preparing, distributing, and collecting workshop evaluations.

At minimum, the contractor shall provide a note taker and evaluation forms for each workshop so that the EPA COR can evaluate the success of the workshops. All other potential support activities listed above can be negotiated between the workshop hosts, the contractor, and the EPA COR, with the EPA COR making the final determination on what support activities are provided after consideration of programmatic objectives.

On receipt of written technical direction from the EPA COR, the contractor shall provide expert speakers for the one to two day workshops. The exact number of expert speakers may vary based the specific topics of the workshops; however, EPA anticipates that workshops may require up to three (3) expert speakers. The EPA COR has the discretion to provide for more than three expert speakers if this is important for the success of a workshop and within the overall project budget. EPA intends that venue selection, audiovisual support and other logistical support not mentioned above will be arranged by the local host.

The contractor shall not provide for food and beverages for non-federal participants at any workshop, either directly or indirectly (such as an item under the costs for a meeting facility). EPA may pay for food and beverages for federal workshop participants only under limited circumstances outlined in Agency policies and only if this is approved by the appropriate EPA managers. The contractor shall notify the EPA COR promptly if a host requests support for food and beverages under this work assignment.

The workshop schedule shall include opening and closing sessions, and as well as breakout sessions on specific topics as determined by the EPA COR. Closing sessions should provide a summary of key issues and/or decisions and a discussion of next steps that identifies future collaborative and planning/protection actions.

The presentations and workshops/discussions shall have a local level focus or provide local level examples of stakeholder collaboration and protection activities, or build collaborative partnerships to integrate source water assessment information and source water protection measures into relevant state and federal agency programs.

One copy of the workshop materials (i.e., stakeholder collaboration models or guidelines, model ordinances, source water protection case studies, source water protection plans, and/or source water assessment results), after approval by EPA COR, shall be provided to each attendee to support the goal of information transfer and encourage follow up actions by participants to build or strengthen partnerships and promote protection after the conference. In addition, the contractor shall provide to the EPA COR one copy, either electronic or hardcopy, of presentations delivered at each workshop, if available.

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, shall be obtained by the EPA PO as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the PO.

In gathering information or performing research with parties outside of EPA, the contractor shall identify him/her self as a contractor to EPA, not an EPA employee. The contractor shall provide input or make recommendations based on the information gathered; however, decisions on all substantive issues will be made by EPA. THE CONTRACTOR SHALL NOT INTERPRET EPA POLICY ON BEHALF OF EPA NOR MAKE DECISIONS ON ITEMS OF POLICY, REGULATION OR STATUTE, THE CONTRACTOR SHALL NOT TAKE A STAND ON THE MERITS OF SUBSTANTIVE ITEMS UNDER DISCUSSION.

IV. SCHEDULE OF DELIVERABLES

Copies of all meeting notices, agendas, summaries, evaluations, and workshop presentations shall be sent to the COR. All written deliverables, except evaluations and presentations, shall be provided in paper form and electronically (MS Word), and first in draft form. Evaluations shall be provided in hardcopy in final form. Presentations shall be provided in either hardcopy or electronically in final form. Upon receipt of comments from EPA COR, the contractor shall revise the draft final project matrix table and distribute final copies as stated in the Performance Work Statement.

TASK:	DELIVERABLE:	DUE NO LATER THAN:
0	Work plan & budget	20 days after WA issuance
1	Workshop schedule and location	4 weeks prior the confirmed date of each workshop
1	Draft agendas for each workshop	4 weeks prior the confirmed date of each workshop
1	Final agenda	2 weeks prior the confirmed date of each workshop
1	Copy of presentations	1 month after workshop
1.2	Draft summary of workshops	2 weeks after workshop
1.3	Final workshop summary & evaluations	2 weeks after COR's comments
1.3	Draft report of summary project information	No later than June 16, 2017
1.3	Final report of summary project information	1 week after COR's comments or June 30, 2017, whichever comes first

V. SOFTWARE APPLICATION FILES AND ACCESSIBILITY

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

VI. EXHIBIT OF WORKSHOPS/TRAVEL

Specific locations, dates, and purposes of up to five (6) workshops will be determined through discussion with regions and states.

VI. EXHIBIT OF WORKSHOPS

Region	Location	Date	Purpose
Region 8	Colorado	TBD	Source Water Protection Workshop targeted to the Watershed Coalitions, focusing on restoration, resistance, and emergency planning as aspects of source water protection.
Region 1	Two locations in Vermont	April 2017	Two back-to-back workshops in Vermont to engage planners on the topic of source water protection, possibly offering continuing education credits as attendee incentive.
Region 3	Pittsburgh	September 2017	River Alert Information Network Workshop
Region 3	Philadelphia	December 2016	Source Water Protection Leadership Forum
Region 9	California	TBD	California Source Water Protection Workshop (planning only - NO TRAVEL) meeting is anticipated to be held during the next Option Period).

MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL COR.

CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, PO and/or WACOR.

PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

VII. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WAM based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards. Additional project specific quality assurance surveillance plan requirements are identified below.

<u>Performance Requirements</u>	<u>Performance Standards</u>	<u>Surveillance Methods</u>
Performance Standards are applicable to all PWS requirements and will be utilized to determine eligibility for Award Term Options.		
<u>Programmatic Requirement:</u> The contractor shall develop products that are based on best available information and resources. The contractor will support the National Water Program through the maintenance of the allocation formula, development of outreach and training materials, conducting training and supporting regional reviews and providing written reports.	<u>Programmatic Standard:</u> Outputs are based on best available information and resources; Documentation of sources used, not used, and limitations of available data; Description of methodological choices made both conceptually and in data selection. The contractor will adhere to QA/QC processes for maintaining the allocation formula, develop outreach and training materials appropriate for the audience and in accordance with direction given by the COR, deliver training in a clear, concise manner, participate and update review materials and provide clear, accurate final reports.	EPA will review all products for conformance with the requirements of the SDWA Amendments, Clean Water Act and other related mandates, including Small Business Regulatory Enforcement Fairness Act 1996 (SBREFA) and Unfunded Mandates Reform Act of 1995 (UMRA). The COR will review all deliverables for check for adherence to schedule and quality.
<u>Cost Control Requirement</u> The Contractor shall perform all work in an efficient and cost effective manner, applying cost control measures where practical.	<u>Cost Control Standard:</u> Implementation of cost control system to monitor and track project status, that indicate level of budget utilized and forecast remaining budget needs to complete project. The contractor shall notify project COR immediately in cases where issues impact project cost are identified.	The EPA Project Officer will routinely discuss the work progress and contract level and work assignment expenditures with the Project Manager. The WAM will maintain regular contact with the Contractor's designated work assignment /project manager to discuss work assignment progress and expenditures and will review and verify expenditures and technical progress before invoice payments are authorized.
<u>Schedule Requirement</u> The Contractor shall provide services and	<u>Schedule Standard:</u> Services and deliverables shall be in accordance with	EPA will closely monitor task milestone and deliverable schedules and

submit deliverables in accordance with approved work assignment milestone and deliverable schedules.	schedules stated in each task order. Unless amended or modified by an approved EPA action, a deliverable that is received 7-days past the due date, will be considered unsatisfactory performance.	review the Contract Monthly Progress Reports and any special reporting requirements to compare actual delivery dates to those approved in the work assignment.
<u>Document Development Requirement:</u> The Contractor shall provide documents that are technically and factually accurate, and suited to the intended audience.	<u>Document Development Standard:</u> Information to be disseminated by EPA will meet the requirements of OMB's "Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility, and Integrity for Information Disseminated by Federal Agencies (67 FR 8451)	The WAM will review drafts to assess technical accuracy and editorial quality. The WAM will identify all inaccuracies and needed edits and corrections to the Contractor in the initial review of draft documents

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-18				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2017 Base Option Period Number 1			Title of Work Assignment/SF Site Name SDWIS Training & Tech Assist				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 2.0, 2.1					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/21/2016 To 06/30/2017				
Comments: The contractor is authorized to start work immediately on this WA.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: Cost/Fee: LOE: 09/01/2015 To 06/30/2017										
This Action: <hr/>										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: Cost/Fee LOE:										
Cumulative Approved: Cost/Fee LOE:										
Work Assignment Manager Name Kim Ngo <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 214-665-7158 FAX Number:			
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Tammy Adams <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2030 FAX Number: 513-487-2545			

PERFORMANCE WORK STATEMENT

Cadmus EP-C-15-022

Work Assignment No. 1-18

I. ADMINISTRATIVE:

A. Title: SDWIS Training and Technical Assistance on SDWA Implementation in Region 6

B. Work Assignment Contracting Officer

Representative (WACOR):

Kim Ngo Kidd

1445 Ross Avenue (6WQ-SD)

Dallas, TX 75202

214-665-7158

Ngo.kim@epa.gov

C. Background:

Environment Protection Agency (EPA) Region 6 has direct implementation responsibility for the Region 6 (R6) Tribal Drinking Water Program. Region 6 requests contractor assistance to help us with our Tribal Safe Drinking Water Information Systems (SDWIS) functions and other Safe Drinking Water Act (SDWA) regulatory and programmatic implementation requirements per Region 6's Tribal Drinking Water Program. A number of tasks in WA 1-18 builds on work performed under WA 0-18.

D. Quality Assurance

The task 7 in this Work Assignment (WA) require the use of primary and/or secondary data. Consistent with the Agency's quality assurance (QA) requirements, the contractor shall supplement the Contract level Quality Assurance Project Plan (QAPP) to assure for the quality of the data under Task 7 of this work assignment. Work on this task shall not proceed until the contractor receives notification of the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) approval from the Contract Level Contracting Officer Representative (CLCOR) via e-mail. The project specific quality assurance requirements must be addressed in the work plan and monthly progress reports as specified under Task 0, below.

II. OBJECTIVE:

The contractor shall provide technical support in the training and use of SDWIS/State for Region 6's Tribal Drinking Water Program, and the contractor shall provide technical support in the implementation of SDWA for the Region 6 Tribal Drinking Water Program and State(s).

III. TASK DETAIL:

The contractor shall perform the following tasks:

Task 0 – Work Plan Submission

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime

contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 0-18. The work plan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed under task 7 of WA 0-18. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CLCOR) and Work Assignment Contracting Officer Representative (WACOR) if any changes to the tasks involving the collection and analysis of the data occur and prepare a new SQAPP supplementing the Contract QAPP accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new SQAPP approval from the CLCOR via e-mail.

The tasks under this work assignment do not require the acquisition of “off-site” facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated cost of \$20,000 or more, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, audio visual (AV) and rental of venue costs, etc. The EPA WACOR will then prepare internal paperwork for approval of the cost and will advise the Contracting Officer (CO) when the appropriate signatures have been obtained. At that point, the CO will notify the contractor when effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Task 1 – SDWIS Targeted Training for R6 Tribal Program (Contract PWS Area: 6.0, 6.3.2, 6.3.4, 6.3.7, 8.1.3)

The Contractor shall provide support for up to fifty (50) SDWIS training sessions via the “GoTo” Meeting software application or another format acceptable to the Region 6. The contractor shall provide one (1) senior technical expert with advanced knowledge of SDWIS/State operating procedures to train R6 on the following:

- a) Assist with compliance determination in SDWIS/State
- b) Identify and resolve Compliance Decision Support (CDS) issues
- c) Identify and resolve issues with Total Coliform Rule (TCR), Ground Water Rule (GWR), Phase II/V, Lead and Copper Rule (LCR), Stage 2, etc.
- d) Answer general questions
- e) Assist with queries as needed

It is anticipated that each of the training sessions (a-e) shall be attended by at least one (1) staff and will be approximately two (2) hours in length. Training materials need not be developed in advance as the “GoTo” Meetings will show what screenshots the trainings are covering in real time. If necessary, training materials may be distributed to attendees after the trainings.

Task 2 – Facilitate Lab Electronic Data Interface (EDI) for R6 Tribal Program (Contract PWS Area: 6.0, 6.3.2, 6.3.4, 6.3.7, 8.1.3)

The contractor shall incorporate support for up to fifty (50) SDWIS training sessions for EPA Region 6 via the “GoTo” Meeting software application or a similar format. The contractor shall provide one (1) senior technical expert with no less than five (5) years of experience to provide technical assistance to complete lab electronic data interface (EDI) reporting to EPA. This assistance shall focus on the following:

- a) Laboratory Electronic Reporting with all Region 6 labs for chemical/radionuclide (rads), TCR, LCR, and process those successfully into SDWIS/State
- b) Error correction Quality Assurance and Quality Control (QA/QC)
- c) For new labs: Consult regarding file format, schema changes, R6 direct implementation (DI) requirements; Testing; Process data into SDWIS/State; Error correction QA/QC, and consult with Laboratory on miscellaneous issues
- d) Hold up to 10 training sessions via Adobe Connect for labs regarding the standard operating procedure (SOP)

Under items a – c, it is anticipated that each training session shall be attended by at least 1 staff and will be approximately 2 hours each in length. Under item d, it is anticipated that the Adobe Connect training sessions for labs (up to 10 sessions) shall be attended by at least 1 staff and will be approximately 2 hours each in length.

Task 3 – SDWIS Clean up Enforcement Targeting Tool (ETT) Project (Contract PWS Area: 6.0, 6.3.2, 6.3.4, 6.3.7, 8.1.3)

This task shall include up to fifty (50) SDWIS training sessions to Region 6 and its Primacy States (mainly Louisiana (LA), New Mexico (NM), Oklahoma (OK), and Texas (TX) as well as other Regions and States at the written technical direction of the WACOR. The training sessions shall be via the “GoTo” Meeting software application or similar application acceptable to the WACOR, to address SDWIS data management issues of public water systems (PWS) that are on the enforcement targeting tool (ETT) list using the ETT Assistant (ETTA) tool. Each training session shall include at least 1 EPA staff and it’s anticipated to last 2 hours in length. This includes returning outstanding violations (where appropriate) to compliance, cleaning up the ETT list, and allowing subsequent ETT lists to be accurate, so that Region 6 and its States can target assistance towards PWS that are relevant. The training shall be geared toward multiple versions of SDWIS/State at the written technical direction of the WACOR and will apply to other Regions and States.

This effort includes training for: 1) cleaning up the data in SDWIS and the ETT; 2) making SDWIS and the ETT more accurately reflect violation statuses of PWSs; and 3) reducing the oversight and response time of R6 and States to better spend our resources on achieving compliance. This also includes assisting other Regions and States where applicable at the written technical direction of the WACOR. In addition, this effort includes continuing developing and finalizing a standard operating procedure (SOP) with directions on how to utilize and apply the tool for the most efficient and effective use by the States. The SOP shall be applicable to multiple versions of SDWIS/State and in a format acceptable to the WACOR. In addition, the contractor shall, if requested by the WACOR via written technical direction, conduct up to ten (10) on-site assistance at the State office (located in Austin, TX, Baton Rouge, LA, or Santa Fe, NM or another location designated by the WACOR) lasting about three days and ten hours at each location. Also, the contractor shall, if requested by the WACOR via written technical direction, participate in two national conferences/meetings to present updates on the ETTA tool. The meetings/conferences are anticipated to last about 2 days and about 8 hours per day, at a location to be determined by EPA. For travel planning purposes the conference is proposed to be in Washington, D.C. Finally the contractor shall coordinate the national rollout of the ETTA tool to other EPA Regions and States. This includes setting up multiple webinars lasting about 2-3

hours each, registration of participants, and coordinating with EPA on the dates and logistics of this national rollout.

Task 4 – Source Water Assessments (SWA) Project (Contract PWS Area: 4.0)

The contractor shall work with EPA to develop a Source Water Assessment (SWA) methodology that would translate data gathered in the field into a SWA report that includes calculating a vulnerability rating (low, medium, or high vulnerability and the types of potential sources of contamination (PSOCs)). This effort is anticipated to include: 1) approximately 30 hours of exploration/ preparation time for reviewing the past methodology that was utilized to produce SWA reports; 2) approximately 50 hours to develop a new methodology; 3) approximately 50 hours for training EPA on the methodology, delivered in a format acceptable to the WACOR. This training presentation is anticipated to consist of up to 5 trainings total approximately 8 hours each, including fielding questions from EPA and following up with edits to the software and SOP. This may also include travel that consists of on-site presentations of two (2) three day trips lasting 10 hours each trip located in Dallas, Texas.

The contractor shall conduct SWA on new sources and update SWA at existing sources at the request of the WACOR via written technical direction. This includes conducting SWA follow up, inventory updates in SDWIS, and preparation of SWA reports within 60 days in MS Word, pdf or a format acceptable to the WACOR. It is anticipated that up to 20 SWAs (new or old source) are needed. Each SWA lasting 10 hours a day for 3 days including travel days. The location of these SWAs are anticipated to be at Tribes in NM and OK and will be determined by the Region upon written technical direction of the WACOR.

Task 5: Laboratory sampling coordination and regulatory implementation compliance assistance (Contract PWS Area: 2.0, 2.4, 2.4.1, 8.0, 8.1.3, 8.3.3, 8.3.8, 8.3.11)

The contractor shall provide support with SDWA program direct implementation on Tribal lands, assistance with regulatory and special sampling, lab administration of sampling, ensure that chain of custody forms are filled out correctly, ensure that the labs report directly to R6, ensure sampling schedules are developed, develop public notices, inventory factsheets, new water system updates, and track capacity development. The contractor also shall oversee, schedule, and track all drinking water compliance and special samples required by R6 and ensure that they are analyzed and reported electronically to SDWIS in comma separated values file (csv) or another format acceptable to R6. The contractor shall document items in this task (public notices, sampling schedules) in MS Word, Excel, or another format acceptable to R6. In addition, the contractor shall assist with regulatory implementation follow up on SDWA regulations or program requirements such as the Consumer Confidence Reports, Stage 2 disinfection byproduct rule (DBPR) implementation, Lead and Copper implementation, Revised Total Coliform Rule implementation, Public Notification, Chemical/Radionuclides implementation and milestones follow up. This also includes special studies such as disinfection byproduct (DBP) studies or LCR studies on tribal lands. It is anticipated that up to 5 types of regulatory sampling plans are needed to be reviewed and updated at each of the 85 PWS. Each sampling plan is anticipated to require up to 10 hours to prepare, coordinate and finalize with EPA.

Task 6: Training and Operator Certification (Contract PWS Area: 7.0, 7.1, 7.2, 7.2.1, 7.2.5, 7.3.1)

The Contractor shall provide support for administration of the R6 Tribal operator certification program. The contractor shall review applications from operators to determine eligibility, prepare the operators through development and training, test for operator certification at the level

required by the applicants, and help determine whether operators may be certified. The contractor shall conduct up to 12 trainings. These trainings shall be at the written technical direction of the WACOR and shall include these subjects: Basic Math Training in NM or OK, Operator Certification Tests in NM or OK, Understanding Compliance Monitoring in NM or OK, Disinfection Trainings in NM or OK, New Rules Training in NM and OK, and Sanitary Survey Trainings in NM or OK; totaling up to 12 training events. Each training event is expected to last about 4 days (including travel days) at 10 hours per days. The dates of the trainings shall be coordinated with EPA. Preparation for each training event is estimated to take about 20 hours; the preparation and development of materials for the training shall be done in MS PowerPoint and handouts shall be provided in MS Word, Excel, PDF, or an acceptable format by EPA. In addition, the contractor shall track and maintain the R6 Tribal Operator Certification database and keep R6 informed of status updates through routine conference calls. The contractor shall conduct up to fifteen (15) conference calls with EPA lasting about one (1) hour each, regarding the development of materials, tracking of operators, and follow up of certifications.

Task 7: Sanitary Surveys and follow up (Contract PWS Area: 2.0, 2.1.3, 2.1.4, 2.4.6, 2.4.7)

The contractor shall provide support in conducting sanitary surveys and follow up activities on R6 Tribal lands. The contractor shall conduct up to 20 sanitary surveys at water systems in Region 6 tribal lands. Tribes are anticipated to include, but are not limited to: Jicarilla, Laguna, Nambe Pueblo, Ohkay Owingeh, San Ildefonso, Santa Clara, Zuni, and Isleta; Acoma, Jemez, Citizen Potawatami, Santa Ana, Santa Clara, and Absentee Shawnee. For travel purposes, the locations of these Tribes span NM, but sanitary surveys may be expanded to OK and TX.

The sanitary surveys shall be conducted in clusters by geographic location to minimize travel costs. Task 7 includes travel to the water systems, completion of survey forms provided by Region 6, photos taken to document findings via jpg files, a report to Region 6 in MS Word, and tracking of the findings to assist Region 6 in sanitary survey follow up. The forms to be used for conducting the sanitary surveys shall be provided by R6 in order to ensure that all essential elements are covered. Each sanitary survey shall last approximately 10 hours per water system, depending on the system size and complexity. Documentation of the findings shall be by electronic photos provided to R6 via jpg or tiff files and a report provided to R6 via MS Word. It is anticipated that the sanitary survey documentation and report writing will take approximately 20 hours for each report and shall be completed and emailed to R6 via MS Word and Adobe pdf formats, within 30 days of the survey. Finally, the experts shall track and follow up on the deficiencies status. The follow up and tracking of deficiencies are anticipated to take approximately 10 hours for each of the 20 water systems. Finally, the experts shall participate in either one (1) conference call per month, lasting approximately eight (8) hours each, or two (2) conference calls per month, lasting approximately four (4) hours each, with R6 to discuss sanitary survey deficiency tracking and solutions to help correct the deficiencies.

Task 8: Tribal on-site and targeted technical assistance (Contract PWS Area: 2.1.6, 2.1.7, 2.4.2, 2.4.4, 2.4.6, 2.4.7, 3.4.4)

The contractor shall provide support in developing solutions at Tribal water systems, conducting system-specific studies (contact time (CT) evaluations, pilot studies, DBP compliance solutions), conducting system specific training, process control monitoring, and instrument calibration. The contractor shall conduct the following:

- a. Monthly Operating Reports (MORs) assistance for Tribes (including Jicarilla). The training comes in the form of up to 4 site visits, each lasting 3 days at 10 hours per day, which include travel days. In addition, there will be about five (5) conference calls with

the Tribe and R6, each lasting about 2 hours. Update of the system specific MORs will include 20 hours of MOR development.

- b. Significant deficiency follow up at PWSs selected by R6. This will involve up to two (2) technical assistance trainings per month each lasting 1 day at about 10 hours per day (including travel days). Preparation and follow up is anticipated to include about ten (10) conference calls with EPA and/or the Tribe lasting about 2 hours each.
- c. Update chlorine contact time (CT) calculations for up to twenty (20) water systems in R6. The expert shall verify data with R6, Indian Health Service (IHS), and Tribes in order to update the CT calculations for the Tribal water system. This will consist of five (5) conference calls to R6/IHS/Tribes lasting approximately 2 hours each. The work may consist of travel to verify CT, to approximately twenty (20) water systems grouped geographically to minimize travel costs, lasting 10 hours per system. A CT Report shall be provided to R6 in MS Word or other format acceptable by R6.
- d. Assist EPA with tribal engineering design plan reviews as needed. The expert shall review design plans and make recommendations to prevent significant deficiencies prior to construction of facilities on tribal lands, as needed. This work is anticipated to include about 3 hours per design plan review and 1 hour for written comments to be prepared on MS Word or other format acceptable by R6. R6 anticipates needing assistance on about 4 plan reviews.

Task 9: SDWIS server hosting of updated applications (Contract PWS Area: 6.0)

The Contractor shall provide assistance on the server hosting of contractor accessible version of the R6 Tribal SDWIS and Oracle database applications oversight. The expert shall assist R6 on SDWIS hosting in a local area to R6 or other area designated by R6.

Region 6 Tribal Direct Implementation Program uses contractors/subcontractors to provide technical assistance to tribal water systems. Contractors/subcontractors are tasked with collecting water system information, performing sanitary surveys, providing operator certification training, Consumer Confidence Report preparation, and other essential technical assistance tasks as well as processing laboratory data into SDWIS/State. Reliable and timely water system information is essential to providing high-quality technical assistance. As technical assistance is provided, water system information is updated in the contractor/subcontractor-accessible version of SDWIS/State. Contractor shall host the contractor/subcontractor-accessible version of tribal SDWIS applications on a Federal Information Security Management Act (FISMA) compliant server that meets all federal information technology security requirements. The Contractor shall provide documentation regarding the server provider's security plan and authorization to operate (ATO) for review and approval by EPA headquarters (HQ). This task does not include any application development or new application acquisition.

Region 6 is an ardent supporter of SDWIS/Prime and the Compliance Monitoring Data Portal (CMDP). Region 6 staff have been heavily involved in the modernization effort and Region 6 is represented on almost all workgroups. The Contractor shall assist Region 6 with transitioning to SDWIS/Prime and the CMDP. The Contractor shall use the contractor's current tribal SDWIS/State test environment to modify existing interfacing applications and prepare data for migration. The Contractor shall closely monitor SDWIS/Prime and CMDP development in anticipation of transitioning as soon as possible.

Task 10a: Assistance on regulatory engineering plan reviews for New Mexico Environment Department (NMED) (Contract PWS 2.2.5, 2.1.1, 2.1.2, 3.2.4)

The Contractor shall provide regulatory engineering reviews PWS for NMED. This includes:

1. Review construction plans and specifications in light of the drinking water regulations, NMED recommended standards for water facilities and standard for professional engineering practice.
2. Determine the completeness of an application or notification, determine the regulatory review period, record the submittal in SDWIS and notify the applicant in writing of the determination within 15 days of receipt of the submittal.
3. Recommend to NMED to reject application if incomplete; otherwise,
 - a. Review, document, and take proper action to approve for construction plans and specifications of PWS projects within the review period applicable for the project type as described in NM Administrative Code (Subsection 201.K) of the drinking water regulations.
 - b. Provide any applicable written comments to the PWS to accompany approval within the regulatory timeframes given in Subsection 201.K of the drinking water regulations.
4. Review and recommend proper action to approve, disapprove or request additional information for as-built plans in accordance with NMED regulations and guidelines provided by NMED.
5. Conduct timely and thorough evaluations of technical reports and the technical feasibility of proposed projects, based on drinking water regulations and engineering principals.
6. Maintain up-to-date and accurate project files and SDWIS tracking according to NMED procedures provided by NMED.
7. Provide all completed project information & electronic documents to NMED Drinking Water Bureau Technical Services Team Manager on a weekly basis (for magneto file management).
8. Provide review of Construction Modifications as required in Subsection 201.N of the drinking water regulations, normally a written response within 30 days of receipt of the submittal.

This task 10a is anticipated to entail about 50 plan reviews and about 760 hours.

Task 10b: Assistance on non-regulatory engineering design plan reviews for NMED (Contract PWS 2.2.5, 2.1.1, 2.1.2, 3.2.4)

The Contractor shall provide non-regulatory engineering reviews for PWS for NMED. This includes:

1. Provide a review of environmental assessments within 5 work days of receipt.
2. Provide a review of preliminary engineering reports, as needed.
3. Provide conceptual engineering consultation to PWS as related to compliance with the New Mexico Drinking Water Regulations (NMDWR), as needed.
4. Maintain up-to-date and accurate project files and SDWIS tracking according to NMED procedures provided by NMED.
5. Provide all completed project information & electronic documents to NMED Drinking Water Bureau Technical Services Team Manager on a weekly basis (for magneto file management).

This task 10b is anticipated to entail about 30 plan reviews and about 450 hours.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
Task 0	Workplan, budget, and QA supplemental. Monthly progress reports	According to contract
Task 1	SDWIS targeted training for R6	Ongoing until end of performance period, per written technical direction
Task 2	Facilitate lab EDI for R6	Ongoing until end of performance period, per written technical direction
Task 3	SDWIS clean up ETT project	Ongoing until end of performance period, per written technical direction
Task 4	Source Water Assessments	Ongoing until end of performance period, per written technical direction
Task 5	Laboratory sampling coordination and regulatory compliance implementation assistance	Ongoing until end of performance period, per written technical direction
Task 6	Training and operator certification program implementation	Ongoing until end of performance period, per written technical direction
Task 7	Sanitary surveys and follow up	Ongoing until end of performance period, per written technical direction
Task 8	Tribal on-site and targeted technical assistance	Ongoing until end of performance period, per written technical direction
Task 9	Hosting of contract version of SDWIS	Ongoing until end of performance period, per written technical direction
Task 10a	Regulatory engineering plan reviews	Ongoing until end of performance period, per written technical direction
Task 10b	Non-regulatory engineering plan reviews	Ongoing until end of performance period, per written technical direction

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

TRAVEL

Specific dates of the training sessions, source water assessments, sanitary surveys, and conferences are to be determined (TBD) upon discussion with Tribes and/or States based on the need determined during the year. Travel for these activities shall be conducted with 1 contractor (Tasks 1-3) and up to 2 contractors (Tasks 4b, 6-8). Specific locations for these travel activities are covered under each respective Task and are generally in NM and possibly in OK and TX. For the national meeting under Task 3, because the location and date is TBD, for the purposes of

proposing, the contractor shall assume 10 two-day trips to Washington, DC with 1 contractor each.

CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CLCOR and/or WACOR.

PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

VI. QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

The contract QASP is applicable to this WA.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-18				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2018 Base Option Period Number 1			Title of Work Assignment/SF Site Name SDWIS Training & Tech Assist				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 2.0, 2.1					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/21/2016 To 06/30/2017				
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 1-18 is to lower the ceiling to \$800,000.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: Cost/Fee: LOE: 09/01/2015 To 06/30/2018										
This Action: 										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: Cost/Fee LOE:										
Cumulative Approved: Cost/Fee LOE:										
Work Assignment Manager Name Kim Ngo <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 214-665-7158 FAX Number:			
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name Lisa Mitchell-Flinn <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:			
Contracting Official Name Noelle Mills <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2171 FAX Number:			

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-20				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2017 Base Option Period Number 1			Title of Work Assignment/SF Site Name UIC Database				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 4.3					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/13/2016 To 06/30/2017				
Comments: The contractor is authorized to start work immediately on this WA.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
09/01/2015 To 06/30/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Beth Hall <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 202-564-3883			
							FAX Number:			
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number:			
							FAX Number:			
Contracting Official Name Tammy Adams <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 513-487-2030			
							FAX Number: 513-487-2545			

PERFORMANCE WORK STATEMENT
EP-C-15-022
Work Assignment No. 1-20

I. ADMINISTRATIVE

A. Title: National Underground Injection Control Database (NUICDB) – Implementation Support

**B. Work Assignment Contract
Officer Representative
(WACOR):**

WACOR	Alternate WACOR
Beth Hall US EPA OGWDW (4606M) 1200 Pennsylvania Avenue NW Washington, DC 20460 (202) 564 3883 E-mail: hall.beth@epa.gov	Robert Smith US EPA OGWDW (4606M) 1200 Pennsylvania Avenue NW Washington, DC 20460 (202) 564-3895 E-mail: Smith.Robert-eu@epa.gov

C. Quality Assurance: Tasks 1 – 4 of this work assignment require use of primary and secondary data. Consistent with the Agency’s quality assurance (QA) protocol, the contractor shall use the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) delivered under WA 0-20, appending the Contract-level Quality Assurance Project Plan (QAPP) to ensure the quality of data used. The project specific quality assurance requirements must be addressed in the work plan and monthly progress reports as specified under Task 0, below.

D. Background:

The Underground Injection Control (UIC) Program is authorized under the authority of the Safe Drinking Water Act and is managed by the Environmental Protection Agency’s (EPA's) Office of Ground Water and Drinking Water, UIC Program. Injection wells are used to emplace a variety of fluids underground. The UIC Program has developed a national database to collect well level data generated by primary programs including state programs and EPA direct implementation programs. The database now has some level of data from most UIC programs. The UIC program continues to work to evaluate the data available and expand the quantity and quality of data being provided by primacy programs. Similar work was performed under WA 0-20 of contract EP-C-15-022.

II. OBJECTIVE:

Under this work assignment the contractor shall: 1) provide support to EPA in expanding the quality and quantity of data provided by primacy programs and increase the population of the UIC Database, 2) support collection and use of RBDMS data, 3) provide support to EPA for providing user support for participating primacy programs through documentation, outreach and training, and 4) support increased use of UIC database data.

III. TASK DETAIL

STATEMENT OF WORK

The contractor shall perform the following tasks:

Task 0: Work Plan and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the workplan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In addition, the contractor shall use the Supplemental Project Specific Quality Assurance Project Plan (SQAPP) delivered under WA 0-20, appending the Contract-level Quality Assurance Project Plan (QAPP) and ensure the quality of secondary data used to complete these tasks. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA.

Deliverables: Work plan monthly progress and financial reports.

Task 1 – Support Increased Population of the UIC database

The contractor shall provide support to the EPA WACOR and the Regional UIC Data Management Coordinators (DMC) to increase the population of the National Underground Injection Control Database (NUICDB) for states that are and are not actively working towards a complete and quality submission. For states selected by EPA, the contractor shall work with primacy programs to identify logical and physical mapping issues, source data usability issues, program issues, and miscellaneous issues and make recommendations to EPA for resolution of these issues. In consultation with the WACOR, the contractor shall complete or update mapping based on available source data. The contractor shall provide documentation for each program as requested by the WACOR. The contractor shall provide quality assurance/quality control (QA/QC) support for data submission and use. For planning purposes, the contractor shall work, as needed, with EPA Region 2, EPA Region 10 and up to four additional programs potentially including Washington State, Florida, Colorado and South Dakota. The contractor shall provide technical assistance to Texas Rail Road Commission (TRRC) in order to retrieve usable information for the NUICDB. For TRRC, the contractor shall process the data set provided by TRRC for submission.

Task 2 – Support Collection and Use of Risk Based Data Management System (RBDMS) Data

The contractor shall support EPA in coordinating use of data maintained by state agencies that use the Risk Based Data Management System. To do this, the contractor shall communicate with RBDMS users to gather information about their database structure and implementation. Based on evaluation of this information, the contractor shall develop options to coordinate RBDMS data with EPA data. Interaction with the NUICDB should be considered as a potential option for data management. Other types of options can be proposed if determined to be suitable. The contractor shall develop an implementation plan based on EPA's approval of an option and provide implementation support as requested by the WACOR.

Task 3: Provide User Support for Participating Primacy Programs

The contractor shall support EPA in providing user support for primacy programs and regional EPA data management coordinators through technical assistance, communication, documentation, outreach and training. The contractor shall provide support for individual users in generating reports from the existing UIC reporting services and in using the new interface to analyses specific data. The contractor shall support an EPA initiative to transition to a web based, user friendly system, an oracle apex UIC Reporting Services Application (URSA) from the existing desktop installed system, UIC Reporting Services, Version 3. This includes support to address user concerns and evaluate the usability of submitted data.

For planning purposes, the contractor shall assume that technical changes to the NUIDB database and Oracle/Apex application will be the responsibility of EPA using a separate contractor that provides development and operation and maintenance support. EPA will coordinate communication and cooperation between the two contractors to assure alignment of the database structure and function and content of materials.

Task 4: Support Use of UIC data

The contractor shall support EPA in developing capacity to transition primacy programs to e-reporting despite incomplete data sets. The contractor shall support EPA in the development and implementation of a strategy for partial transition. The purpose of this strategy will be to automate identification and user access to subsets of the data populated within the database that can be used for official reporting. The contractor shall produce a strategic options document that will provide recommendations for implementation, in consultation with EPA. Integrated knowledge of the database structure and programmatic concerns are needed as well as experience in producing such a document. The contractor shall assist EPA in the implementation of this strategy. As necessary, modification of the NUICDB will be the responsibility of EPA using a separate contractor that provides operation and maintenance support for the NUIDB. EPA will coordinate communication and cooperation between the two contractors.

The contractor shall support the development of fact sheets, reports and other documents using data contained in the NUICDB. The contractor shall develop specialized queries for data use and provide plain English documentation of standard reports, specialized reports and specific data analysis.

IV. SCHEDULE OF DELIVERABLES:

Task	Deliverable	Date Due to EPA
0	Work plan, budget and QA supplemental	According to contract
	Monthly expenditures by task	One week after the close of the reporting period
	Monthly progress reports	Monthly
	Monthly expenditures by task	Within one week of the end of the quarter
1	Evaluate existing material such as source data, logical mapping, physical mapping and QA/QC reports (user reports etc.)	Two weeks after written technical direction
	Work with selected primacy agencies and make recommendations to EPA on logical and physical mapping issues, source data usability	Per written technical direction

	issues, program issues and others	
	Identify specific technical and training needs and provide technical support needed to flow data	Per written technical direction
	Identify specific technical and training needs and provide technical support to transition to e-reporting.	Per written technical direction
	Provide QA/QC support for submitted data. Provide documentation (such as data matrix and TPA language) describing usability of data.	Per written technical direction
	Provide mapping products as needed (i.e. completed logical mapping form, XML document, validation reports, user guides) for primacy programs	Per written technical direction
	Take data provided by TRRC and process as needed for submission	1 week after written technical direction.
2	Gather information from RBDMS users	3 weeks after technical direction
	Develop options to coordinate RBDMS data with EPA data	2 weeks after technical direction
	Develop implementation plan	2 weeks after technical direction
	Support Implementation	
3	Provide user support materials to EPA	Per written technical direction
	Support transition to URSA user interface	Per written technical direction
	Develop training, technical assistance and outreach materials	Per written technical direction
	Conduct training	Per written technical direction
	Provide user assistance	Per written technical direction
4	Develop capacity to characterize the quality and completeness of the data.	Per written technical direction
	Draft and final options paper	Per written technical direction
	Assist EPA with implementation tasks	Per written technical direction
	Support development of fact sheets, reports and other documents	
	Develop specialized queries for data use.	Per written technical direction
	Provide plain English documentation of standard reports, specialized reports and specific data analysis.	Per written technical direction

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CLCOR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CLCOR to the CO.

CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CLCOR and/or WACOR.

PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

VI. QUALITY ASSURANCE SURVEILLANCE PLAN

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-20				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2017 Base Option Period Number 1			Title of Work Assignment/SF Site Name UIC Database				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 4.3					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/13/2016 To 06/30/2017				
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 1-20 is to add travel and to place a ceiling of \$35,000 on this work assignment.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
09/01/2015 To 06/30/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Beth Hall							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-3883			
							FAX Number:			
Project Officer Name Nancy Parrotta							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name Erin Ridder							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2155			
							FAX Number:			
Contracting Official Name Tammy Adams							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2030			
							FAX Number: 513-487-2545			

PERFORMANCE WORK STATEMENT

Cadmus EP-C-15-022 Work Assignment No. 1-20 Amendment # 1

I. ADMINISTRATIVE:

A. Title: UIC National Database System – Implementation Support

B. Work Assignment Manager:

Beth Hall
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC:
4606M)
Washington, DC 20460
202-564-3883 hall.beth@epa.gov

Alternate Work Assignment Manager:

Robert E. Smith
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC:
4606M)
Washington, DC 20460
202-564-3895 smith.robert@epa.gov

C. Quality Assurance:

QA remains in effect for this new task. A new QA document is not necessary.

D. Background:

No Change.

II. OBJECTIVE:

The purpose of this amendment # 1 to Cadmus WA 1-20 is to add travel to task 3.

III. TASK DETAIL:

Task 1 – Support Increased Population of the UIC Database

No change

Task 2

No change

Task 3 – Provide User Support for Participating Primacy Programs

Same in the original PWS with addition of: For planning purposes the contractor should assume one trip to Denver for one staff in order support the Regional Data Managers' Annual Meeting. The contractor will provided technical assistance, communication, outreach and training as directed by the WACOR.

Task 4

No change.

IV. SCHEDULE OF DELIVERABLES:

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
Task 3: Reporting Support		
3	In person support of annual Regional Data Management Coordinator's Meeting	Due August 17, 18th and 19th.

V. MISCELLANEOUS

No change.

VI. Quality Assurance Surveillance Plan

No Change.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-20				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2017			Title of Work Assignment/SF Site Name				
			Base Option Period Number 1			UIC Database System				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 4.3					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 07/13/2016 To 06/30/2017					
Comments: The purpose of this amendment 2 to Cadmus (EP-C-15-022) WA 1-20 is to add a new task 5 - UIC Reporting Support. In addition, EPA is placing the following LOE ceilings on the tasks under this WA: Task 1: 75 hours, Task 2: 0 hours. EPA is placing a ceiling of \$39,000 on this work assignment.										
<input type="checkbox"/> Superfund					Accounting and Appropriations Data					<input checked="" type="checkbox"/> Non-Superfund
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE:					
09/01/2015 To 06/30/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:					Cost/Fee			LOE:		
Cumulative Approved:					Cost/Fee			LOE:		
Work Assignment Manager Name Beth Hall							Branch/Mail Code:			
							Phone Number: 202-564-3883			
_____ (Signature) (Date)							FAX Number:			
Project Officer Name Nancy Parrotta							Branch/Mail Code:			
							Phone Number: 202-564-5260			
_____ (Signature) (Date)							FAX Number:			
Other Agency Official Name Erin Ridder							Branch/Mail Code:			
							Phone Number: 513-487-2155			
_____ (Signature) (Date)							FAX Number:			
Contracting Official Name Sandra Stargardt-Licis							Branch/Mail Code:			
							Phone Number: 513-487-2006			
_____ (Signature) (Date)							FAX Number:			

PERFORMANCE WORK STATEMENT

Cadmus EP-C-15-022
Work Assignment No. 1-20
Amendment # 2
(New Task # 5)

I. ADMINISTRATIVE:

A. Title: UIC National Database System – Implementation Support

B. Work Assignment Manager:

Beth Hall
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC:
4606M)
Washington, DC 20460
202-564-3883 hall.beth@epa.gov

Alternate Work Assignment Manager:

Robert E. Smith
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC:
4606M)
Washington, DC 20460
202-564-3895 smith.robert@epa.gov

C. Quality Assurance:

QA remains in effect for this new task. Task(s) 5 in this work assignment require quality assurance (QA). Collection, use and analysis of data will be identical to the procedures described in the **Project-Specific Quality Assurance Project Plan (PQAPP)** completed under task(s) 1-- 4 of WA 1-20, consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Quality Assurance Project Plan (QAPP)]. The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

D. Background:

No Change.

II. OBJECTIVE:

The purpose of this amendment 2 to Cadmus WA 1-20 is to add a new Task 5 – UIC Reporting Support

III. TASK DETAIL:

Task 0 – Work Plan and Monthly Progress Reports

No change

Task 1 – Support Increased Population of the UIC Database

No change

Task 2

No change

Task 3 – Provide User Support for Participating Primacy Programs

No change

Task 4

No change.

New Task 5: Reporting Support

The contractor shall provide support to EPA in improving usability of various in house reporting mechanisms through limited maintenance, updating, documentation, outreach and training. The contractor shall provide support to the EPA for limited data input, modification and retrieval of information. The contractor shall provide support formatting of this reporting information for web and print publication.

These applications include the Grant Allocation Model Excell spreadsheet (GAM), the Inventory and Measures Reporting System (IMRS), the “7520” access database, 7520 forms and instructions and others as specifically identified.

The contractor shall assist the EPA WAM in data entry for FY 15 for the database of 7520 information (7520 Database). This database was developed and populated through FY 2014 under a previous task (1-08 Contract EP-C-15-22) through FY 2014. The contractor will use the latest copy of the 7520 database as provided by EPA, PDFs of 7520 forms provided by EPA for FY 2015, and information through FY 2015 from the NUIDB to populate the MS Access database and the 7520 Protocol.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
5	Improving Usability of Various Reporting Mechanisms	Per written technical direction
	Limited data input , modification and retrieval of information	Per written technical direction
	Update of 7520 database with FY 15 Data	September 30, 2016

V. MISCELLANEOUS

VI. Quality Assurance Surveillance Plan

No Change.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-200				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2017 Base Option Period Number 1			Title of Work Assignment/SF Site Name Tech Support for AIS Reqts				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 2.3, 3.1					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2016 To 06/30/2017				
Comments: Performance on this WA shall not begin until July 1, 2016. Also, work other than just the work plan is authorized to begin on July 1, 2016.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE:					
09/01/2015 To 06/30/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Timothy Connor <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 202-566-1059			
							FAX Number:			
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number:			
							FAX Number:			
Contracting Official Name Tammy Adams <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 513-487-2030			
							FAX Number: 513-487-2545			

PERFORMANCE WORK STATEMENT
Work Assignment# 1-200

I. ADMINISTRATIVE

A. Title: Technical Support for American Iron and Steel Requirements

B. Work Assignment Contract Officer

Representative (WACOR):

Timothy Connor
Office of Wastewater Management (OWM)
1200 Pennsylvania Avenue, NW (MC: 4204M)
Washington, DC 20460
202-566-1059
202-564-2397 (fax)

Technical Expert for Engineering:

Kavita Mak
Office of Wastewater Management (OWM)
1200 Pennsylvania Avenue, NW
(MC: 4204M)
Washington, DC 20460
202-564-1871
202-564-2397 (fax)

Alternate WACOR:

Nick Chamberlain
Office of Ground Water and
Drinking Water (OGWDW)
1200 Pennsylvania Avenue, NW
(MC: 4606M)
Washington, DC 20460
202-564-1871
202-564-3754 (fax)

C. Quality Assurance: Task(s) 3 through 6 in this work assignment require quality assurance (QA). Collection, use and analysis of data will be identical to the procedures described in the Project-Specific Quality Assurance Project Plan (PQAPP) completed under task(s) 1 of WA 0-200, consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Quality Assurance Project Plan (QAPP). The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

D. Background: The Clean Water State Revolving Loan Fund (CWSRF) and the Drinking Water State Revolving Loan Fund (DWSRF) contain the "American Iron and Steel" (AIS) requirements under which assistance recipients must use specific iron and steel products that are produced in the United States if the project is funded through an assistance agreement (those beginning January 17, 2014). However, there may be specific situations in which the Agency determines it is necessary to waive this requirement. The legislation allows for a waiver of the AIS requirements if EPA determines that:

- (1) applying [AIS requirements] would be inconsistent with the public interest;
- (2) iron and steel products are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality; or
- (3) inclusion of iron and steel products produced in the United States will increase the cost of the overall project by more than 25 percent

In order to implement the AIS provisions, the Environmental Protection Agency (EPA) has developed a logical approach to allow for easy implementation so that projects are not unduly delayed nor burdened. This approach and related procedures are documented in memoranda from the Directors of the EPA Office of Wastewater Management and Office of Ground Water and Drinking Water to the EPA Regional Water Management Division Directors. These procedures describe the waiver process and the Agency's guidance for implementing the AIS requirements. The waiver procedures and other Agency information and

training can be found on the AIS website at the following:
http://water.epa.gov/grants_funding/aisrequirement.cfm.

In order to help inform and coordinate Agency decision-making on the implementation of the AIS requirements and technical support relating to waiver requests and market availability, EPA is engaging the services of a national, EPA-based contractor to assist in: evaluating and tracking waiver requests; tracking and responding to AIS technical informational requests; gathering information to better inform technical decision-making; coordinating and conducting project site visits; and providing technical expertise in assessing individual informational and/or waiver requests, possible categorical or national waivers, and other Agency policies pertinent to meeting the AIS provisions.

II. OBJECTIVE:

The Contractor shall provide support for technical and administrative tasks to help inform and coordinate policy development and decision-making on meeting the AIS provisions particularly in regard to dealing with requests for waivers from the requirements and conducting informational site visits. Efforts include:

- Evaluate and track (as requested by the WACOR) waiver requests related to the purchase and installation of AIS products for water and wastewater facilities to ensure waivers comply with one of the following justifications: (1) applying these requirements would be inconsistent with the public interest; (2) iron and steel products are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality; or (3) inclusion of iron and steel products produced in the United States will increase the cost of the overall project by more than 25 percent.
- If applicable, evaluate construction cost estimates and develop detailed independent construction cost estimates when needed to evaluate waiver requests for the purchase and installation of construction material and equipment for water and wastewater treatment facilities, including, but not limited to, estimated costs for AIS products. Compare project costs using products manufactured in the United States (US) compared to foreign manufactured goods.
- Prepare a report on each waiver review requested by the WACOR. The report shall document the steps taken in evaluating the waiver request and include an analysis focusing on the individual waiver request's technical strengths and weaknesses and identification of informational deficits that, if adequately addressed, would strengthen the waiver request. The average time for all reports to be completed and returned to the WACOR shall be within seventy-two (72) hours of receiving the request for waiver; contractor shall notify EPA when a review will take over five (5) days. All reports shall be delivered to the WACOR in either Microsoft Word or Adobe PDF format (if designated/requested by the WACOR).
- Provide copies of all documentation used in the evaluation (upon request from the WACOR), summary of telephone calls, catalog information, quotes and estimates from manufacturers for construction materials, water and wastewater equipment, installation, and other information used in the evaluation.
- Development of a tracking spreadsheet database (as requested by the WACOR) documenting each waiver request including name and address of the requestor, Regional location, date waiver was submitted, justification

for the waiver, results of the evaluation, date waiver was approved or rejected by EPA, and the rationale of EPA for the action taken. The database shall be updated and provided to the WACOR monthly. The database shall be in Microsoft Excel format.

- Informational Site Visit and Document Review coordination and assistance at loan recipient sites. EPA requests that the Contractor coordinate, conduct, and document regular (number as specified in Task 6) site visits for Clean and Drinking Water SRF loan recipients for the purpose of reviewing their understanding and implementation of the AIS requirements. The emphasis of the site visits is informational, education assistance for the recipients.
- Provide overall project management services, including subcontractor management (if applicable) and meet other administrative requirements, including:
 - Develop a project work plan to implement Performance Work Statement (PWS), including a detailed methodology, schedule, hours and dollars for completing each task and subtask.
 - Participate in meeting and conference calls, as requested by the WACOR, and provide a written summary of meetings and conference calls (if requested by the WACOR).
 - Provide monthly progress reports and other special reports as required by the WACOR.

EPA envisions that to meet the objective of this work assignment, certain skill sets and previous experience will be necessary.

These skill sets include:

- (1) A thorough understanding of the AIS Requirements, the Buy American requirements of the American Recovery and Reinvestment Act (ARRA), the differences and commonalities of both sets of requirements, and all related guidance for the relevant AIS and ARRA provisions.
- (2) Thorough understanding of US and foreign markets for construction materials and equipment used in water and wastewater treatment facilities. This understanding shall include knowledge of US manufacturing capability to produce iron, steel, and the relevant manufactured goods in sufficient and reasonable quantities and of a satisfactory quality.
- (3) A demonstrated ability to prepare detailed construction cost estimates for water and wastewater facilities, including the use of cost estimating guides, computer programs, and other tools.

The previous experience includes:

- (1) Experience with the design of water and wastewater treatment and reuse facilities including wastewater solids processing and handling facilities and onsite and decentralized wastewater systems; procedures for purchase and installation of water and wastewater pumping equipment, water and wastewater treatment equipment and process controls, and residual solids handling and disposal equipment.
- (2) Experience shall include experience in general construction management for water and wastewater treatment facilities and projects. This experience shall include construction cost estimating and analyzing and evaluating cost data. Experience shall also include assessing construction bids including evaluations of alternative construction

materials; water and wastewater treatment equipment and process controls; and residual solids handling and disposal equipment based on cost, quality, and performance.

- (3) Experience with detailed cost estimates for wastewater collection and conveyance systems, pumping stations, manholes, and appurtenances; building materials and construction; and water distribution systems.
- (4) Experience with preparing reports including the evaluation, assessment and analysis of cost data, evaluation of availability of materials and equipment, and preparation of findings and recommendations.

III. TASK DETAIL

The contractor shall perform the following tasks:

Task 0: Work Plan Submission.

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables. This task also includes weekly (for the first few months of the WA) telephone conferences between the WACOR and the project manager, each approximating 1 hour in duration, to coordinate and confirm task performance. The contractor shall also submit monthly progress and financial reports pursuant to the contract.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 0-200. The workplan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the PQAPP completed under task(s)0 of WA 0-200. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs` broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CLCOR) and Work Assignment Contracting Officer Representative (WACOR) if any changes to the tasks involving the collection and analysis of the data occur and prepare a new PQAPP supplementing the Contract QAPP accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new PQAPP approval from the CLCOR via e-mail. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved.

Deliverables: Work plan and monthly progress and financial reports, Summary of Quality Assurance Activities and Issues by Work Assignment

Task 1: Kick-Off Meeting

Prior to the start of activities, the contractor shall participate in teleconference with EPA, as scheduled by the WACOR. The contractor shall be prepared to provide the notes of the meeting to the EPA WACOR no less than two (2) business days after the conclusion of the meeting. The length of the notes document shall be commensurate with the depth of discussion.

Task 2: Establish Logistics and Administrative Process for Waiver Reviews including Document Storage/Retrievals and Tracking Spreadsheets. The contractor shall utilize (and update if necessary based on consultation with the WACOR)

the logistics and administrative processes established in WA 0-200 for receipt, handling, storage and retrievals and tracking of waiver requests and product availability reviews. The process includes procedures for the handling of all related materials including draft and final reviews, comments and responses. Both hard copies and electronic versions of submitted materials will be stored and made readily accessible to EPA. Submitted materials not provided in electronic versions shall be scanned and stored as well. A tracking system will be utilized to determine the status of a submitted waiver and its review at any point in time. A knowledge data base of pertinent information derived from submitted waivers as well as reviews will be updated with the primary purposes of (a) identifying commonalities that may form the basis for national of generic waivers and product reviews; and (b) identifying any inconsistencies in the review process across waivers and product reviews.

Subtask 2.1: Monthly Updates

The contractor shall provide a monthly report (at the request of the WACOR) that will include the status of the waiver reviews as well as any changes in the processes or data bases that need to be made as experience and knowledge is gained. Any proposed changes will require WACOR approval. The initial monthly report shall be a document of length commensurate with the depth of detail the contractor initially determines as necessary for waiver and product reviews.

Task 3: Technical Reviews of Waiver and Product Availability Requests -- The contractor shall utilize the review guide updated for WA 0-200 to conduct a technical assessment of the strengths and weaknesses of each waiver or product availability request. The contractor shall also identify informational deficiencies, if any, that if corrected would significantly strengthen the technical merit of a waiver review or product availability request.

For each waiver request examined, the contractor shall provide a (roughly) one-page description of the technical strengths and weaknesses of the request as well as identify significant informational deficiencies. The review shall be completed and one-page description provided to EPA within seventy-two (72) hours of receipt of the waiver request to the contractor's review process. For the product availability request, where a recipient may 'anticipate' the need for a potential waiver but is requesting EPA's assistance in market reconnaissance, the activities performed by the contractor shall be similar to the waiver request review. However, no report is necessary, as a draft email to the WACOR summarizing the findings of the research shall be presented within seventy-two (72) hours of receipt of the request.

For budget estimations, the contractor shall assume the submission of 60 waiver requests and product availability reviews during the time period of this WA.

Task 4: Technical Support for the Development of National or Categorical Waivers and Other National Policies. For consideration of potential national or categorical waiver or other national/regional policies, it is anticipated that EPA will require technical support for gathering specific information on industry standards and practices for design and construction of water systems as well as equipment specifications, manufacturing, availability and costs from applicants, engineering firms and manufacturers. The contractor shall provide such information as requested by the WACOR along with their analysis, conclusions and recommendations to EPA in the form of draft product or sector review analyses and then final reports. For budget planning purposes, these reports should be of similar format, length and content as the waiver review requests but could encompass broad sector and categories of industry in addition to individual products. For budget estimations, the contractor shall assume 10 research efforts under this task during the time period of this WA.

Task 5: Support for Training Webcasts and Development of EPA AIS Water Program Policy Reports

As requested by the WACOR, the contractor shall provide support for training sessions and/or Webcasts lasting up to four (4) hours. The contractor shall arrange and assist EPA in conducting the training sessions and/or webcasts including software assistance, providing an experienced training/webcast coordinator (with familiarity of the AIS and/or ARRA requirements), and assistance with public/participant registration for the training/Webcast. The contractor shall provide software support including extraction of questions, comments and responses from the webcasts. For the purposes of this WA, the contractor shall assume that support for eight (8) trainings/webcasts shall be required.

As requested by the WACOR, the contractor shall develop research reports in support of program analysis of Agency and/or industry performance relating to AIS policies. The contractor shall assist EPA, as requested by the WACOR, in the development of a public document providing an overview of EPA's efforts to implement the AIS provisions or specific aspects of the program. The primary audience will be senior EPA and other Executive Branch officials and the US Congress as well as the water industry, construction and consulting engineering industries, labor associations, equipment manufacturers, and the general public. The overview will provide a synopsis of the AIS provisions and requirements, EPA's policies and approaches for implementing those provisions and requirements, issues and challenges that were encountered and their resolution, and information and analysis on success of the effort including information regarding compliance. Sections of the document may analyze potential environmental benefits of domestic iron and steel production and use for water infrastructure. For budget planning purposes, the contractor shall assume the final review document shall be up to 10 pages in length. Detailed specifications of the report will be provided by WACOR technical direction.

Task 6: Informational Visits and Document Reviews at Loan Sub-Recipient Sites.

The contractor shall conduct site visits and document reviews to confirm that CWSRF and DWSRF projects are serving the purpose described in the loan agreement and that they are complying with AIS requirements. The contractor shall use an AIS Site Visit Checklist developed under WA 0-200. For cost estimating purposes, the contractor shall conduct approximately 40 site visits for the period of this WA. Each site visit should take approximately 4 hours. Multiple site visits may be combined in common locations for a total of 15 planned trips for the period of this WA.

The WACOR will coordinate for the contractor a preliminary list and dataset (including site descriptions, contact information, location, etc.) where the contractor shall be responsible to coordinate site visits and evaluations. After discussing the protocol and typical approach to reaching out to States prior to contacting appropriate site contacts, the contractor shall then make arrangements to conduct site visits and review the construction of the chosen projects. During all contact with individuals outside of EPA, contractor staff shall identify themselves as a contractor with EPA. In certain instances (as defined by the WACOR), EPA will coordinate outreach with a State and sub-recipient and the contractor shall support the site visit accordingly, upon request.

During a site visit the contractor shall review appropriate documentation and complete a construction site walkthrough. The contractor shall complete the State AIS Inspection Checklist during the site visit. A completed standardized EPA site visit form and a short memo summarizing the findings of the site visit form shall be considered the evaluation report that is the required deliverable for this task.

Deliverable: The contractor shall provide a *draft* site visit checklist and memo summarizing the findings to the WACOR for each project. The *draft* memorandum shall provide a brief summary of the site visit findings and a list of any deficiencies and recommendations. These deliverables will be provided within fourteen (14) days of the site visit. Upon receiving comments from EPA Headquarters, the contractor shall revise the deliverables as necessary and provide copies (if requested by the WACOR) to the State and appropriate EPA Region within seven days.

IV. SCHEDULE OF DELIVERABLES

TASK No.	DELIVERABLE	DUE TO EPA
Task 0: Work Plan Submission		
	Work plan and budget	According to Contract
	QA supplemental	One month after work assignment approval
	Progress and financial reports	Monthly
Task 1: Kick-off meeting with COR		
	Kick-off meeting with WACOR	Within five (5) days of work assignment approval
Task 2: Establish Logistics and Administrative Process for Waiver Reviews including Document Storage/Retrievals and Tracking Data Bases		
	Update Draft description of process	One (1) week post Kick-off
	Monthly Report (as requested)	One (1) month after approval
Task 3: Technical Reviews of Waiver and Product Availability Requests		
	For each waiver request, a summary report to EPA WACOR	Seventy-two (72) hours after waiver submitted to process
	For each product availability review, a summary email to EPA WACOR	Seventy-two (72) hours after request submitted
Task 4: Support for Development of National or Categorical Waivers and Other National Policies		
	Development of draft action plan and outline of policy support materials to be gathered collated and analyzed	One week following WACOR Technical Direction on issue area and scope
	Draft and Final of policy support report (as requested)	As indicated by WACOR-approved action plan but not to exceed WA period of performance
Task 5: Support for Training Webcasts and Development of EPA AIS Water Program Policy Reports		
	Draft and Final Overview (as requested)	As indicated by WACOR-approved action plan but not to exceed WA period of performance
Task 6: Informational Visits and Document Reviews at Loan Sub-Recipient Sites		
	Draft Completed Site Visit Checklist and Findings Memorandum	14 Days after Site Visit
	Final Site Visit Checklist and Findings Memorandum	Within 1 week of receiving edits to draft from WACOR

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual JPG file
Preferred portable format:	Adobe Acrobat, version 11.0 or higher

VI. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-200				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2018 Base Option Period Number 1			Title of Work Assignment/SF Site Name TechSuppt for Amer Iron &Steel				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 2.3, 3.1					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2016 To 06/30/2017				
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 1-200 is to add an additional 350 hours to tasks 0, 3 and 6.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 3,000						
09/01/2015 To 06/30/2018										
This Action:				350						
Total:				3,350						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Timothy Connor <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 202-566-1059 FAX Number:			
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name Lisa Mitchell-Flinn <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:			
Contracting Official Name Noelle Mills <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2171 FAX Number:			

PERFORMANCE WORK STATEMENT

Cadmus EP-C-15-022

Work Assignment# 1-200

Period of Performance: 7/1/16-6/30/2017

CL PWS: 2.3 & 3.1

Amendment #1

I. ADMINISTRATIVE

A. Title: Technical Support for American Iron and Steel Requirements

B. Work Assignment Contract Officer

Representative (WACOR):

Timothy Connor
Office of Wastewater Management (OWM)
1200 Pennsylvania Avenue, NW (MC: 4204M)
Washington, DC 20460
202-566-1059
202-564-2397 (fax)

Alternate WACOR:

Nick Chamberlain
Office of Ground Water and
Drinking Water (OGWDW)
1200 Pennsylvania Avenue, NW
(MC: 4606M)
Washington, DC 20460
202-564-1871
202-564-3754 (fax)

C. Quality Assurance: Task(s) 3 through 6 in this work assignment require quality assurance (QA). Collection, use and analysis of data will be identical to the procedures described in the Project-Specific Quality Assurance Project Plan (PQAPP) completed under task(s) 1 of WA 0-200, consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Quality Assurance Project Plan (QAPP). The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

D. Background: The Clean Water State Revolving Loan Fund (CWSRF) and the Drinking Water State Revolving Loan Fund (DWSRF) contain the "American Iron and Steel" (AIS) requirements under which assistance recipients must use specific iron and steel products that are produced in the United States if the project is funded through an assistance agreement (those beginning January 17, 2014). However, there may be specific situations in which the Agency determines it is necessary to waive this requirement. The legislation allows for a waiver of the AIS requirements if Environmental Protection Agency (EPA) determines that:

- (1) applying [AIS requirements] would be inconsistent with the public interest;
- (2) iron and steel products are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality; or
- (3) inclusion of iron and steel products produced in the United States will increase the cost of the overall project by more than 25 percent

In order to implement the AIS provisions, the EPA has developed a logical approach to allow for easy implementation so that projects are not unduly delayed nor burdened. This approach and related procedures are documented in

memoranda from the Directors of the EPA Office of Wastewater Management and Office of Ground Water and Drinking Water to the EPA Regional Water Management Division Directors. These procedures describe the waiver process and the Agency's guidance for implementing the AIS requirements. The waiver procedures and other Agency information and training can be found on the AIS website at the following:
http://water.epa.gov/grants_funding/aisrequirement.cfm.

In order to help inform and coordinate Agency decision-making on the implementation of the AIS requirements and technical support relating to waiver requests and market availability, EPA is engaging the services of a national, EPA-based contractor to assist in: evaluating and tracking waiver requests; tracking and responding to AIS technical informational requests; gathering information to better inform technical decision-making; coordinating and conducting project site visits; and providing technical expertise in assessing individual informational and/or waiver requests, possible categorical or national waivers, and other Agency policies pertinent to meeting the AIS provisions.

II. OBJECTIVE:

After discussion with EPA staff and the contractor, the WACOR decided to modify Tasks 3 and 6 to reflect an increase in the number of waiver request reviews received by EPA (Task 3) and an increase in the number of informational site visits and document reviews at loan sub-recipient sites (Task 6). The increases reflect the discussions with the contractor and EPA staff relative to unplanned increases in waiver requests received by EPA and unplanned increases in interest/request for site visits by recipient states.

The amendment adds an additional 250 hours to task 6 to provide for an additional 6 informational site visit trips to loan sites. The amendment adds ninety-five 95 hours to provide for an additional 8 waiver request reviews. The amendment also adds another five (5) hours to Task 0 to develop an updated budget summary.

III. TASK DETAIL

The contractor shall perform the following tasks:

Task 0: Work Plan Submission.

The amendment adds an additional five (5) hours to Task 0 to develop an updated budget summary.

Deliverables: Updated budget summary per contract submission requirements.

Task 1: Kick-Off Meeting

No changes.

Task 2: Establish Logistics and Administrative Process for Waiver Reviews including Document Storage/Retrievals and Tracking Spreadsheets.

No changes.

Task 3: Technical Reviews of Waiver and Product Availability Requests

The amendment adds an additional ninety-five (95) hours for the contractor to provide eight (8) additional waiver and/or product availability request reviews.

Deliverables: For each waiver request examined, the contractor shall provide a (roughly) one-page description of the technical strengths and weaknesses of the request as well as identify significant informational deficiencies. The review shall be completed and one-page description provided to EPA within

seventy-two (72) hours of receipt of the waiver request to the contractor's review process. For the product availability request, where a recipient may 'anticipate' the need for a potential waiver but is requesting EPA's assistance in market reconnaissance, the activities performed by the contractor shall be similar to the waiver request review. However, no report is necessary, as a draft email to the WACOR summarizing the findings of the research shall be presented within seventy-two (72) hours of receipt of the request.

Task 4: Technical Support for the Development of National or Categorical Waivers and Other National Policies.

No Changes.

Task 5: Support for Training Webcasts and Development of EPA AIS Water Program Policy Reports

No Changes.

Task 6: Informational Visits and Document Reviews at Loan Sub-Recipient Sites.

The amendment provides an additional 250 hours for the contractor to conduct six (6) additional informational site visit review trips at loan recipients.

Deliverable: The contractor shall provide a *draft* site visit checklist and memo summarizing the findings to the WACOR for each project. The *draft* memorandum shall provide a brief summary of the site visit findings and a list of any deficiencies and recommendations. These deliverables shall be provided within fourteen (14) days of the site visit. Upon receiving comments from EPA Headquarters, the contractor shall revise the deliverables as necessary and provide copies (if requested by the WACOR) to the State and appropriate EPA Region within seven days.

IV. SCHEDULE OF DELIVERABLES

TASK No.	DELIVERABLE	DUE TO EPA
Task 0: Work Plan Submission		
	Budget summary	Per contract requirements
Task 3: Technical Reviews of Waiver and Product Availability Requests		
	For each waiver request, a summary report to EPA WACOR	Seventy-two (72) hours after waiver submitted to process
	For each product availability review, a summary email to EPA WACOR	Seventy-two (72) hours after request submitted
Task 6: Informational Visits and Document Reviews at Loan Sub-Recipient Sites		
	Draft Completed Site Visit Checklist and Findings Memorandum	14 Days after Site Visit
	Final Site Visit Checklist and Findings Memorandum	Within 1 week of receiving edits to draft from WACOR

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21

Software applications and operating systems and \$ 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual JPG file
Preferred portable format:	Adobe Acrobat, version 11.0 or higher

VI. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

VII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

VIII. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

IX. TECHNICAL DIRECTION

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

X. QUALITY ASSURANCE SURVEILLANCE PLAN

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.

XI. TRAVEL

As presented in Task 6, the contractor shall anticipate twenty-five (25) trips for informational site visits to fund sub-recipients and two additional trips in support of the CIFA conference over the duration of the performance period. Travel will be directly related to the scope of this Work Assignment and support advancement of the work under Tasks 3, 4 and 6, as well as the EPA's Mission to ensure protection of human health and the environment.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-22				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2017 Base Option Period Number 1			Title of Work Assignment/SF Site Name Dev of UIC Training Modules				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 2.1, 2.2.7, 3.4					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/26/2016 To 06/30/2017				
Comments: The contractor is authorized to start work immediately on this WA.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
09/01/2015 To 06/30/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name William Bates <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 202-564-6165			
							FAX Number: 202-564-3754			
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number:			
							FAX Number:			
Contracting Official Name Tammy Adams <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code:			
							Phone Number: 513-487-2030			
							FAX Number: 513-487-2545			

PERFORMANCE WORK STATEMENT
Cadmus EP-C-15-022
Work Assignment No. 1-22

I. ADMINISTRATIVE:

A. Title: Support for the Development of Underground Injection Control Training Modules

**B. Work Assignment Contracting
Officers Representative (WACOR):**

William Bates
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC:
4606M)
Washington, DC 20460
202-564-6165
Bates.william@epa.gov

Alternate WACOR:

Jeff Jollie
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC:
4606M)
Washington, DC 20460
202-564-3886
Jollie.Jeff@epa.gov

C. Quality Assurance:

The tasks in this work assignment (WA) do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance project Plan (PQAPP).

D. Background:

The Environmental Protection Agency (EPA), as authorized by the Safe Drinking Water Act, establishes minimum federal requirements for Underground Injection Control (UIC) programs for the protection of underground sources of drinking water (USDWs). The UIC Program is responsible for permitting the construction, operation, monitoring, reporting and closure of the injection wells in a manner necessary to protect USDWs.

The UIC program's National Technical Workgroup (NTW) identified that there is a need for training related to the UIC program. They indicated that past training efforts have focused primarily on inspection but issues in recent years such as induced seismicity, aquifer exemptions, hydraulic fracturing, mechanical integrity and repair issues associated with aging injection wells, developments in reservoir testing technologies, and reservoir over pressurization indicate a need for additional training on injection well operations, permit condition design, and reservoir testing and assessment.

The UIC program's NTW is comprised of staff from UIC programs at EPA Headquarters and Regional Offices and selected state programs authorized to implement the UIC program. The NTW is an existing forum whereby specific issues related to UIC technical issues can be

discussed and reviewed by UIC Program experts. The NTW is not a formal policy or rulemaking body.

II. OBJECTIVE:

The contractor shall provide support for the development of UIC specific training modules by assisting in the development and/or updating training tools. These materials shall be designed to assist primacy agencies to develop strategies to address injection-induced seismicity, and provide basic technical and programmatic aspects for UIC practitioners.

III. TASK DETAIL:

The contractor shall perform the following tasks:

Task 0 – Work Plan Submission

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract Level Quality Assurance Project Plan (QAPP) or a Project-Specific Quality Assurance project Plan (PQAPP) is not required. This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA.

This task includes monthly progress and financial reports which are to be submitted pursuant to Attachment 2 of the contract. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks and subtask in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved.

The tasks under this work assignment do not require the acquisition of "off-site" facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are not covered by EPA Order 1900.3 and do not require EPA Form 5170.

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the Contracting Officer (CO) when appropriate signatures have been obtained. At that point, the CO will notify the contractor when effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

At this time no such events, meetings, or trainings are anticipated for this work assignment.

Deliverables:

Work plan and monthly progress and financial reports.

Task 1 – Injection-Induced Seismicity Training

The contractor shall develop a series of web-based training modules on injection-induced seismicity. Modules are expected to range from 20 to 30 minutes in length. The contractor should leverage material from EPA’s UIC NTW report *Minimizing and Managing Potential Impacts of Injection-Induced Seismicity from Class II Disposal Wells: Practical Approaches* and the Interstate Oil and Gas Compact Commission and Ground Water Protection Council’s report *Potential Injection Induced Seismicity Associated with Oil and Gas Development: A Primer on Technical and Regulatory Considerations Informing Risk Management and Mitigation*. Other material will be provided to the contractor by the workgroup.

EPA will engage stakeholders (US Geologic Survey, Department of Energy, and Incorporated Research Institutions for Seismology) to solicit feedback on the content of the injection-induced seismicity training modules. For review, a hard copy of the modules content will be provided for feedback. The contractor shall revise the training material based on feedback from the stakeholders. For external review, the contractor shall deliver one web-based pilot training as requested by EPA WACOR.

The audience of the induced seismicity (IS) modules will be state and federal employees that manage underground injection control programs. The modules and their purpose are outlined below.

1. Overview/Introduction

Purpose: IS Module 1 will introduce the relationship between Class II waste disposal wells and the potential for induced seismicity. The NTW report will be introduced and summarized.

2. Management Overview

Purpose: IS Module 2 will present the NTW report’s decision model in relation to UIC permitting regulations and authority. The module will also present approaches taken by various states to bolster their authority related to the potential for induced-seismicity.

3. Introduction to Seismology and Seismic Monitoring

Purpose: Module 3 will present background information on earthquakes (e.g., how earthquakes are measured and monitored, energy release from a seismic event, and uncertainties related to the monitoring.

4. Site Assessment: Geologic Data

Purpose: Module 4 will present the geological data needed to help evaluate the potential for injection-induced seismicity. The module would also provide information for state and federal regulators looking for additional data and will outline alternative approaches when data is not available.

5. Site Assessment: Seismic Monitoring

- Purpose:** Module 5 will provide information on seismic monitoring, timing of events, and interpretive data needed to evaluate seismicity.
6. Site Assessment: Reservoir Data
Purpose: Module 6 will provide information on the reservoir data needed to evaluate potential for injection-induced seismicity.
 7. Multidisciplinary Effort: Bring it together
Purpose: Module 7 will present a holistic approach to evaluate the potential for induced seismicity using geologic, seismic, and reservoir data.
 8. Seismicity Technical Assessment: Tandem Plot
Purpose: Module 9 will provide information on standard petroleum engineering techniques combined with area seismic events for determining potential injection-induced seismicity.
 9. Seismicity Technical Assessment: GIS Techniques
Purpose: Module 10 will provide information on the use of GIS mapping to evaluate and overlay multiple data sets to better understand the geographic relationship between seismicity, geology and UIC operations.
 10. Assessment Considerations: Ideas on How to Achieve your Objectives
Purpose: Module 11 will provide information on the different monitoring, operational, and management tools that an agency can use to address their injection-induced seismicity concerns.

Deliverables:

Develop Injection-Induced Seismicity Modules, as specified in a technical directive

- Draft Injection-Induced Seismicity Modules within three months of technical directive
- Revise Injection-Induced Seismicity Modules within one month of EPA's WACOR comments

Stakeholder Review as specified in technical directive

- Deliver Draft Injection-Induced Seismicity Modules, as specified in a technical directive
- Revised Injection-Induced Seismicity Modules within one month of EPA's WACOR comments
- Deliver Draft-final Injection-Induced Seismicity Modules within one month of EPA's WACOR comments

Deliver web-based training, as specified in a technical directive

Task 2 – UIC Basics

The contractor shall develop a series of web-based training modules on basic aspects of the UIC program. The WACOR will seek review and approval of the contractors technical approach by the Office of Water (OW) Information Management Officer (IMO) prior to proceeding forward with development of the web-based training modules to ensure compliance with EPA technology and Agency web standards. Once approval has been obtained the contractor will be notified by the CO to proceed with the work.

Modules are expected to range from 20 to 30 minutes in length. The contractor should leverage material from EPA's previous training efforts on UIC concepts. Other material will be provided to the contractor by the WACOR from the NTW.

EPA will engage the UIC NTW to solicit feedback on the content of the training modules. For review, a hard copy of the modules content will be provided for feedback. The contractor shall revise the training material based on feedback from the stakeholders. For external review, the contractor shall deliver one web-based pilot training as requested by EPA WACOR.

The audience of the modules will be state and federal employees that manage underground injection control programs. The modules and their purpose are outlined below.

1. UIC Fundamentals

Purpose: This series of modules would be designed to introduce people to general concepts related to the Underground Injection Control Program.
Topics could include: Introduction to UIC program, Regulatory Background History, Program Primacy, Geology 101, Injection Well Construction 101, Petroleum Engineering Concepts 101, Permitting and Inspection Concepts, and Wellsite Safety.

2. UIC Permitting-The Basics

Purpose: This series of modules would be designed to give someone the basic understanding of subjects to consider when evaluating a permit application and topics to consider in the development of an injection well permit.

Topics could include: Area of Review (AOR) Concepts, USDW Determinations, Disposal Zone Rock and Fluid Properties, Financial Assurance Evaluation, Reservoir Engineering Concepts, Injected Fluid Containment/Evaluation of Confining Zone, Monitoring and Operating Regulatory Requirements for Classes I-VI Wells, Well Construction Requirements, Basics of Injection Permit Elements, Mechanical Integrity Testing Concepts, Waste Analysis Plan Review, Commercial versus Non-Commercial, Evaluation of Environmental Justice (EJ), Endangered Species Act (ESA), and National Historic Preservation Act (NHPA).

3. UIC Inspector-The Basics

Purpose: This series of modules would be designed to give someone the basic information needed to conduct an inspection for an injection well operation.

Topics could include: Legal Authority for Inspectors, Mechanical Integrity Testing Concepts, How to Review a Mechanical Integrity Test, Injection Well Instrumentation and Monitoring, Well Construction Requirements, Injection Well Fluid Sampling, Monitoring and Operating Regulatory Requirements for Classes I-VI Wells, and Spill Control and Countermeasure (SPCC) Plans.

Deliverables:

Develop UIC Basics Training Modules, as specified in a technical directive

- Draft UIC Basics Training Modules within three months of technical directive
- Revise UIC Basics Training Modules within one month of EPA's WACOR comments

NTW Review as specified in technical directive

- Deliver Draft UIC Basics Training Modules, as specified in a technical directive
- Revised UIC Basics Training Modules within one month of EPA's WACOR comments
- Deliver Draft-final UIC Basics Training Modules within one month of EPA's WACOR comments

Deliver web-based training, as specified in a technical directive

Task 3 – UIC Advanced Concepts

The contractor shall develop a series of web-based training modules on advanced concepts within the UIC program. The WACOR will seek review and approval of the contractors technical approach by the OW IMO prior to proceeding forward with development of the web-based training modules to ensure compliance with EPA technology and Agency web standards. Once approval has been obtained, the contractor will be notified by the CO to proceed with the work. Modules are expected to range from 20 to 30 minutes in length. The contractor should leverage material from EPA's previous training efforts on UIC concepts. Other material will be provided to the contractor by the WACOR from the NTW.

EPA will engage the UIC NTW to solicit feedback on the content of the injection-induced seismicity training modules. For review, an electronic copy of the modules content will be provided for feedback. The contractor shall revise the training material based on feedback from the stakeholders. For external review, the contractor shall deliver one web-based pilot training as requested by EPA WACOR.

The audience of the modules will be state and federal employees that manage underground injection control programs. The modules and their purpose are outlined below.

1. UIC Permitting Modules-Advanced series

Purpose: This series of modules would delve deeper into concepts related to the development of an injection well permit.

Topics could include: Injection Well Surface Facilities, Reservoir Engineering for Injection Well Projects, Pressure Transient Testing for Injection Wells, Well Logging, Coring, and Reservoir Fluid Sampling Techniques and Data Analysis, Injection Reservoir Assessment and Monitoring Methodologies, Hydraulic Fracturing in Injection Wells, Vertical vs Horizontal Injection Wells – Key Concepts and Differences, Hazardous waste Resource Conservation and Recovery Act (RCRA) and

Safe Drinking Water Act (SDWA) Interaction, Well Rework and Stimulation, Cementing and Plugging Design and Operations, Post-Closure Class IH and Class VI

2. UIC Inspector Modules- Advanced series

Purpose: This series of module would present additional concepts for an inspector to consider while conducting an inspection for an injection well operation.

Topics could include: Well Design, Construction, and Completion Methodologies for Classes I, II, V, and VI, Mechanical Integrity Testing Logs and Techniques, In Situ Mining Operations and Class III Wells, Well Work and Stimulation, Injection Well Equipment - Wellheads, Rate Meters, Surface Pressure Gauges, Packers and Tubulars, Injection Well Surface Facilities, and Well Logging, Coring, and Reservoir Fluid Sampling Techniques and Methodologies

3. UIC Special Topics

Purpose: This series of module would present concepts on more unique aspects of the UIC program.

Topics could include: UIC No Migration Petitions, Advanced AOR assessment, Carbon Dioxide (CO₂) Geologic Sequestration, Advanced Concepts in Aquifer Exemptions, and Injection Reservoir Modeling

Deliverables:

Develop UIC Advanced Concepts Training Modules, as specified in a technical directive

- Draft UIC Advanced Concepts Training Modules within three months of technical directive
- Revise UIC Advanced Concepts Training Modules within one month of EPA's WACOR comments

NTW Review as specified in technical directive

- Deliver Draft UIC Advanced Concepts Training Modules, as specified in a technical directive
- Revised UIC Advanced Concepts Training Modules within one month of EPA's WACOR comments
- Deliver Draft-final UIC Advanced Concepts Training Modules within one month of EPA's WACOR comments

Deliver web-based training, as specified in a technical directive

Task 4 – The contractor shall provide a 508 compliant transcript to accompany each training module.

General Assumptions:

1. Training modules are expected to range between 30 to 60 minutes in length.

2. Transcripts, and storyboards shall be prepared in advanced of each module and submitted to the WACOR for review and approval prior to initiating video-specific work.
3. All module training materials will be generated from existing information supplied to the contractor by the WACOR. It is anticipated that much of the training material will come from:
 - The NTW report “Minimizing and Managing Potential Impacts of Injection-Induced Seismicity from Class II Disposal Wells: Practical Approaches, and
 - Existing UIC training modules

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
Task 0: Workplan Submission		
	Workplan, budget,	According to contract.
	Monthly progress reports	Monthly
Task 1: Injection-Induced Seismicity Training Modules		
	Develop Injection-Induced Seismicity Modules, as specified in a technical directive	
	• Draft Injection-Induced Seismicity Modules	within three months of technical directive
	• Revise Injection-Induced Seismicity Modules	within one month of EPA’s WACOR comments
	Stakeholder Review as specified in technical directive	
	• Deliver Draft Injection-Induced Seismicity Modules	As specified in a technical directive
	• Revised Injection-Induced Seismicity Modules	within one month of EPA’s WACOR comments
	• Deliver Draft-final Injection-Induced Seismicity Modules	within one month of EPA’s WACOR comments
	External Review, Web-based pilot	
	• Deliver Web-based training pilot	As specified in technical directive
	• Revise Web-based training	within one month of EPA’s WACOR comments
	• Finalize Web-based training	within one month of EPA’s WACOR review
	Deliver web-based training	As specified in a technical directive
Task 2: UIC Basics Training Modules		
	Develop UIC Basics Training Modules	As specified in a technical directive

	• Draft UIC Basics Training Modules	within three months of technical directive
	• Revise UIC Basics Training Modules	within one month of EPA's WACOR comments
	Stakeholder Review	As specified in a technical directive
	• Deliver Draft UIC Basics Training Modules	As specified in a technical directive
	• Revised UIC Basics Training Modules	within one month of EPA's WACOR comments
	• Deliver Draft-final UIC Basics Training Modules	within one month of EPA's WACOR comments
	External Review, Web-based pilot	
	• Deliver Web-based training pilot	As specified in a technical directive
	• Revise Web-based training	within one month of EPA's WACOR comments
	• Finalize Web-based training	within one month of EPA's WACOR review
	Deliver web-based training	As specified in a technical directive
Task 3: UIC Advanced Concepts Training Modules		
	Develop UIC Advanced Concepts Training Modules	As specified in a technical directive
	• Draft UIC Advanced Concepts Training Modules	within three months of technical directive
	• Revise UIC Advanced Concepts Training Modules	within one month of EPA's WACOR comments
	Stakeholder Review	As specified in a technical directive
	• Deliver Draft UIC Advanced Concepts Training Modules	As specified in a technical directive
	• Revised UIC Advanced Concepts Training Modules	within one month of EPA's WACOR comments
	• Deliver Draft-final UIC Advanced Concepts Training Modules	within one month of EPA's WACOR comments
	External Review, Web-based pilot	
	• Deliver Web-based training pilot	As specified in a technical directive

	• Revise Web-based training	within one month of EPA's WACOR comments
	• Finalize Web-based training	within one month of EPA's WACOR review
	Deliver web-based training	As specified in a technical directive
Task 4: 508 Compliance		
	Ensuring that training modules are 508 compliant	On going

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

VI. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-22				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2017			Title of Work Assignment/SF Site Name				
			Base Option Period Number 1			UIC Training Modules				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 2.1, 2.2.7, 3.4					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 12/07/2016 To 06/30/2017					
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 1-22 is to add a CPFF NTE ceiling of \$88,000 on this WA.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE:				
09/01/2015 To 06/30/2017										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name William Bates							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-6165			
							FAX Number: 202-564-3754			
Project Officer Name Nancy Parrotta							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Donna Reinhart							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2114			
							FAX Number:			

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 1-22				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2017 Base Option Period Number 1			Title of Work Assignment/SF Site Name UIC Training Modules				
Contractor CADMUS GROUP, INC., THE					Specify Section and paragraph of Contract SOW 2.1, 2.2.7, 3.4					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/07/2016 To 06/30/2017				
Comments: The purpose of this amendment 2 to Cadmus (EP-C-15-022) WA 1-22 is to remove tasks 1 through 4 and add new tasks 5 through 8 to the WA.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: Cost/Fee: LOE: 09/01/2015 To 06/30/2017										
This Action: 										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: Cost/Fee LOE:										
Cumulative Approved: Cost/Fee LOE:										
Work Assignment Manager Name William Bates <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-6165 FAX Number: 202-564-3754			
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name Lisa Mitchell-Flinn <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:			
Contracting Official Name Noelle Mills <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2171 FAX Number:			

PERFORMANCE WORK STATEMENT
Cadmus EP-C-15-022
Work Assignment No. 1-22; Amendment 2

I. ADMINISTRATIVE:

A. Title: Support for the Development of Underground Injection Control Training Modules

B. Work Assignment Contracting Officer's Representative:

William Bates
Office of Ground Water and Drinking Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC: 4606M)
Washington, DC 20460
202-564-6165
Bates.william@epa.gov

Alternate Work Assignment Contracting Officer's Representative:

Jeff Jollie
Office of Ground Water and Drinking Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC: 4606M)
Washington, DC 20460
202-564-3886
Jollie.Jeff@epa.gov

C. Period of Performance: Issuance – 6/30/2017

D. Quality Assurance:

The tasks in this work assignment do not require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance Project Plan (PQAPP).

E. Background:

The Environmental Protection Agency (EPA), as authorized by the Safe Drinking Water Act, establishes minimum federal requirements for Underground Injection Control (UIC) programs for the protection of underground sources of drinking water (USDWs). The UIC Program is responsible for permitting the construction, operation, monitoring, reporting and closure of the injection wells in a manner necessary to protect USDWs.

The UIC program's National Technical Workgroup (NTW) identified that there is a need for training related to the UIC program. They indicated that past training efforts have focused primarily on inspection but issues in recent years such as induced seismicity, aquifer exemptions, hydraulic fracturing, mechanical integrity and repair issues associated with aging injection wells, developments in reservoir testing technologies, and reservoir over pressurization indicate a need for additional training on injection well operations, permit condition design, and reservoir testing and assessment.

The UIC program's NTW is comprised of staff from UIC programs at EPA Headquarters and Regional Offices and selected state programs authorized to implement the UIC program. The

NTW is an existing forum whereby specific issues related to UIC technical issues can be discussed and reviewed by UIC Program experts. The NTW is not a formal policy or rulemaking body.

II. OBJECTIVE:

The amendment removes tasks 1 through 4 and adds new tasks 5 through 8 to the work assignment.

III. TASK DETAIL:

The contractor shall perform the following tasks:

Task 0 – Project-Specific Quality Assurance Project Plan

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of: (a) proposed staff; (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor; and (c) a list of deliverables, with due dates and schedule for deliverables.

If subcontractor(s) is proposed and subcontractors are outside of the local metropolitan area, the contractor shall include information on plans to manage the work and contract costs. In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract QAPP or a PQAPP is not required.

The contractor shall immediately alert the WA COR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

At this time no such events, meetings, or trainings are anticipated for this work assignment.

Deliverables:

- Work plan and monthly progress and financial reports.

Task 5 – Illustrations and Animations

The contractor shall develop illustrations and animations to support development of training material for UIC and injection-induced seismicity concepts. The illustrations and animations will highlight concepts that are introduced in the training modules. Where feasible the contractor should leverage other material that EPA and the contractor has used for other well related activities.

Deliverables:

- The development of approximately 5 graphics/illustrations per module (a total of approximately 40 modules). It is assumed graphics/illustrations shall be submitted in jpg format.
- The development of approximately 3 animations per module (a total of approximately 40 modules). It is assumed that animations will be submitted in high definition MP4 format using H.264 Codec.

Assumption:

- It is assumed that any graphic or illustration development will be initiated after a conversation from the WACOR.
- Work on each animation will begin with a 30-minute teleconference between the contractor and the WACOR. During the teleconference EPA will provide specific details on the outcome and will work with the Contractor to storyboard the animation.

Task 6 – Interviews

The contractor shall assist EPA in conducting interviews with various State and Federal agents. The goal of the interviews is to highlight and better illustrate UIC and/or injection-induced seismicity concepts.

EPA will work to coordinate the interviews with the timing of the Winter Ground Water Protection Council conference. The contractors work related to assisting with the interviews shall include filming, day-of support and planning support.

Deliverables:

- Assistance with the identification of interviewees.
- Development of questionnaire.
- “tape time” of five interviews of approximately 5 to 10 minutes.

Assumptions:

- EPA will be onsite during video filming sessions and will work with the contractor to ensure the videos are produced to meet EPA’s needs.
- Contractor will have a teleprompter available for use during the videotaping interview sessions.
- Contractor will deliver all of the high definition MP4 raw video (1080p) using H.264 Codec

Task 7 – Module Voiceover

The contractor shall assist in the development of voiceovers for the training modules. Each module will be approximately 25 minutes in length. Voiceovers will be done by voice “talent”, staff who have experience doing voiceover work. The contractor will also assist in the post-production of all voiceover work.

Deliverables:

- Voiceovers for approximately 20 modules. Each module should be approximately 25 minutes in length.

Task 8 – Module Content Review

The contractor shall use Captivate 9 to assist with high-level review and/or editing of training modules. This will be to ensure that there is consistency across the training modules. The contractor will also assist with adjusting the text as needed to reflect the illustrations, animations, and interviews.

IV. SCHEDULE OF DELIVERABLES:

TASK No.	DELIVERABLE	DATE DUE TO EPA
Task 0: Workplan Submission		
	Workplan and budget	According to contract
	Monthly progress reports	Monthly
Task 5: Illustrations and Animations		
	The development of approximately 5 illustrations per module (a total of approximately 40 modules). It is assumed graphics shall be submitted in jpg format.	Within two working days of the upfront planning meeting.
	The development of approximately 3 animations per module (a total of approximately 40 modules). It is assumed that animations will be submitted in high definition MP4 format using H.264 Codec.	Within three working days of the upfront planning meeting.
Task 6: Interviews		
	Assistance with the identification of interviewees.	Within two weeks of receipt of technical direction from EPA COR.
	Assist with the development of questionnaire.	Within two weeks of receipt of technical direction from EPA COR.
	Development of recorded interviews with a “tape-time” of between five and ten minutes.	Within three weeks of receipt of technical direction from EPA COR.
Task 7: Module Voiceover		
	Voiceovers for approximately 20 modules. Each module should be approximately 25 minutes in length.	Within three weeks of receipt of technical direction from EPA COR.
Task 8: Module Content Review		

	Review and editing of modules to ensure consistency.	Within two weeks of receipt of modules.
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V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See:
<http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

VI. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.